



United States Environmental Protection Agency
Washington, DC 20460

Work Assignment Number

01-11

Work Assignment

☒ Original ☐ Amendment Number:

Contract Number

EP-C-08-010

Contract Period

Option Period 1

Technical Support for Environmental
Monitoring, and Laboratory Science Program

Contractor
Scientific Consulting Group, Inc.

Specify Section and Paragraph of Contract SOW
Task 2.3

Purpose:

☒ Work Assignment Initiation

☐ Work Assignment Close-Out

Periods of Performance

☐ Work Assignment Amendment

☐ Incremental Funding

☐ Work Plan Approval

From: Issuance To: *11/30/10*

Comments:

☐ Superfund

Accounting and Appropriations Data

☒ Non-Superfund

DC (Max 6)	Budget Appropriation (FYs)	Budget Code (Max 6)	Budget Org/Code	Program Element	Object Class	Amount	(Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 1 *12/1/09 - 11/30/10*

Cost/Fee

LOE

Previously Approved

This Action

2,500

Total

2,500

Work Plan / Cost Estimate Approvals

Contractor WP Dated :

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name

Branch/Mail Code ORD/8105R

Phone Number (919)541-5544

Fax Number (919)541-4261

Project Officer's Name

Branch/Mail Code: ORD/ISS/8102R

Phone Number (202) 564-6808

Fax Number (202) 565-2910

Other Agency Official Name

Branch/Mail Code : 8105R

Phone Number

FAX Number

Branch/Mail Code CPOD

Phone Number (513) 487-2094

Fax Number (513) 487-2109

Contractor Acknowledgment of Receipt and Approval of Workplan (Signature and Title)

Date

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 01-11

Title:	Technical Support for Environmental Measurement, Monitoring, and Laboratory Science Programs
Scope of Work Reference:	Task: 2.3
Period of Performance:	Date of Issuance through – November 30, 2010
Estimated Level of Effort:	2500 Hours
Work Assignment COR:	Lara Autry Office of Science Advisor U.S. EPA (E243-05) Office of Research and Development 109 T. W. Alexander Drive Research Triangle Park, NC 27709 Telephone: (919) 5541-5544 Fax: (919) 541-4261
Alternate Work Assignment COR:	Robin Clarke Office of Science Advisor U.S. EPA (8102-R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6493 Fax: (202) 565-2910
Project Officer:	Verla Sutton-Busby U.S. EPA (8102R) Office of Research and Development 1200 Pennsylvania Avenue, N.W. Washington, D.C. 20460 Telephone: (202) 564-6808 Fax: (202) 565-2910

1. BACKGROUND:

The U. S. Environmental Protection Agency (Agency or EPA) has undertaken a number of initiatives to improve the quality, consistency, accessibility, ease-of-use, and cost effectiveness of the Agency, State, and regulated community environmental measurement, monitoring, and laboratory science activities. The Agency has given the Office of the Science Advisor responsibility for supporting these cross-Agency efforts with programs such as the Forum on Environmental Measurements (FEM) and the Environmental Laboratory Advisor Board (ELAB).

The FEM was established as a standing committee of senior EPA managers to enhance EPA's measurement programs by recommending to the Agency's Science Policy Council, chaired by the Agency's Science Advisor: the basic principles to guide the Agency's measurement community; the promotion of consistency and consensus within the Agency on measurement issues; and provide an internal and external contact point for addressing measurement methodology issues with multi-program impact. The FEM is addressing a number of issues thru sub-committees (or Action Teams/Workgroups), which include at the present time: Improving the Quality of Agency Methods; Implementation of the Performance Approach; Technical Assistance; Method Detection/Quantitation and Calibration; General Laboratory Competency; National Laboratory Accreditation; Environmental Measurement Symposium (i.e., the joint meeting of the National Environmental Monitoring Conference [NEMC] and Forum on Laboratory Accreditation); Environmental Technology; and Monitoring Assessment. Tasks outlined below to support the efforts of the FEM will include preparing summaries of meetings for the primary membership meetings (i.e., quarterly) and sub-committee (or Action Team/Workgroup) meetings in addition to assistance for sub-committees, when needed, with literature searches, assisting in the development of technical background papers (e.g., guidance, reports), training, and peer review.

The ELAB is a Federal Advisory Committee to the Agency made up of individuals from trade associations for the environmental laboratory industry; trade associations from EPA's regulated community; environmental public interest groups; academia; local and tribal governments; proficiency testing providers; and laboratory assessment bodies. Since their initial Charter a number of years ago, the kinds of advice, information and recommendations that ELAB provides to the EPA has changed to include issues related to enhancing the EPA's measurement programs, and the operation and expansion of a national environmental accreditation program. Tasks outlined below to support the efforts of the ELAB will include preparing summaries of meetings for the primary meetings and workgroups in addition to assistance for the workgroups, when needed, with literature searches and assisting in the development of technical background papers.

It is anticipated that there will be approximately 120 meetings during the course of this work assignment. The contractor will not be required to secure meeting sites, however Technical Directives will be issued via email to provide specific meeting information. There are 12 ELAB Board teleconferences with two of the twelve held in a face-to-face setting with the location varying. The first meeting is scheduled for January 25, 2010

from 1 p.m. to 5 p.m. (CT) at the Hyatt Regency in Chicago. The second meeting will be one day during the week of August 9, 2010 (the official date/time to be determined) at the Hyatt Regency Capital Hill in Washington, D.C. They also have some workgroups that will periodically hold approximately 25 calls during the course of this work assignment. The FEM will hold 4 meetings per year and the various work groups will hold monthly teleconferences in addition to an extra meeting, if necessary. These work group meetings make up the other 79 estimated meetings.

2. TASK

The contractor shall monitor the meetings of the FEM, FEM Action Teams/Workgroups, ELAB, and ELAB Workgroups by providing logistical and meeting summary services to facilitate the work of these groups.

In addition to these meeting summaries, FEM sub-committees (or Action Teams/Workgroups) and ELAB workgroups will need assistance with:

- the development of general meeting materials to help facilitate discussions of current and potential issues;
- the development of method validation guidelines, which could include literature searches, for biology, sampling for biology, toxicology, and other areas as identified;
- the development of outreach documents, tools, and training materials for the implementation of the performance approach;
- the development of an inventory, glossary, and report for method detection/quantitation and calibration;
- the development of outreach documents to improve participation in national accreditation programs;
- the development of inventories for environmental technology; and
- the development of an inventory and report for monitoring.

3. DELIVERABLES:

Work plan due within 15 calendar days of receipt of the work assignment

The WA COR will provide technical direction and draft materials to the contractor for all of the committee, sub-committees, board, and workgroups listed above. An initial conference call will be held within 5 working days of receipt of the draft materials to clarify questions and details of technical directives.

An outline of all meeting highlights and action items will be provided to the WA COR **within 24 hours of each committee, sub-committee, board, or workgroup meeting date.**

All draft meeting summaries will be provided to the WA COR **within 10 working days of each committee, sub-committee, board, or workgroup meeting date.** Each summary will be finalized during the next official meeting of each committee, sub-committee, board, or workgroup meeting date and final summary will be provided to the WA COR **within 5 working days of each committee, sub-committee, board, or workgroup meeting date once the draft is discussed.**

For some sub-committee and workgroup meetings, minutes will not be discussed further and will be considered final after the next meeting of the group, if no comments are raised.

A specific deliverable schedule will be established with each appropriate committee, sub-committee, board, or workgroup; WA COR; and contractor for each product listed above within 10 days of receipt of the draft materials to clarify questions and details of each product.

4. TRAVEL:

Per the contract clause Local LC-31-08, Approval of Contractor Travel, any non-local travel directly chargeable to this work assignment shall be submitted and approved by the Project Officer COR prior to the travel. The contractor is expected to travel to Chicago on January 25, 2010 for the first meeting.

5. ACCEPTANCE CRITERIA

Final products shall be produced by the Contractor upon the EPA WA COR's approval through written technical direction. The Contractor shall provide all materials written as part of these tasks to the EPA WA COR, as per work assignment, in electronic format. Electronic versions shall be compatible with current ORD computer systems (Word and Excel) and software.

6. MANAGEMENT CONTROLS:

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.